

AkzoNobel

Coupa Supplier Information request

Supplier Manual



Explanation of the request

You have received a system email from sender do_not_reply@supplier.coupahost.com, requesting for information through our Coupa system. The reason is that you have been identified as a potential supplier to AkzoNobel. To register you in our Akzo Nobel system for further order placement, we invite you to enter your company information using the link in the invitation email.

The request form contains questions that you can answer with free text entry fields or selection answers. Some questions require completion with a document that you upload through this system.

Attachment to be included in the request are:

- Copy of Business registration.
- Signed Code of conduct.
- Attachment for Tax Evidence(same with Business registration in some countries)
- 2x different kind of Bank evidence.

You can find AN New Supplier Registration Standard Document from below attachment.



Microsoft
PowerPoint Presentat

Invite e-mail

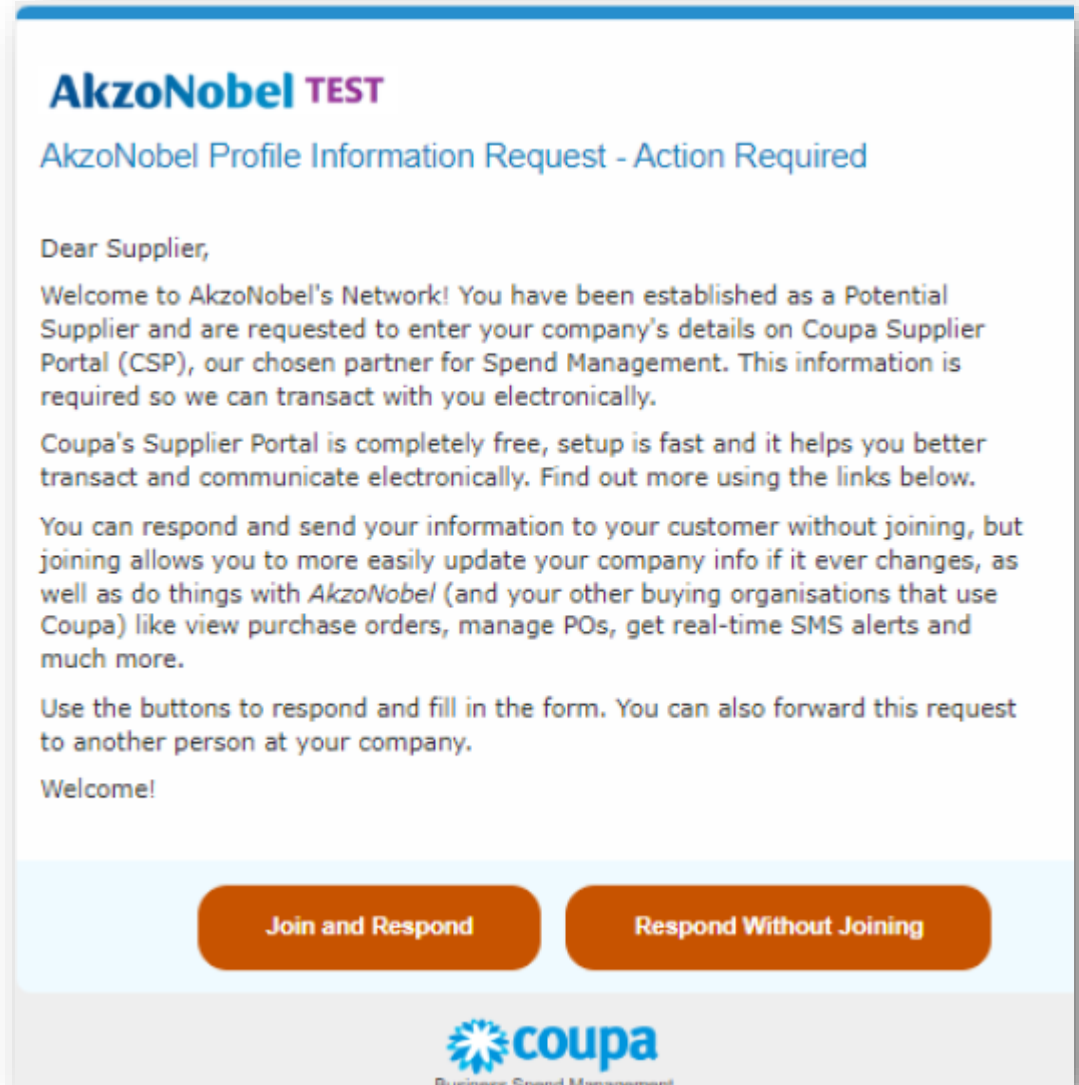
In the e-mail invitation, you have the option to register your information by first creating an account in the **Coupa Supplier portal** (CSP).

If you **do not want to use this option** press the **“Respond without joining”** button. That means you choose one-time link. You need to finish all the information at once. We recommend you use below Respond Without Joining to start quick registration. It will take you directly to the application form without registration in CSP.

If you **prefer to use this option**, please submit the data with the button **“Join and Respond”**. **You can refer to page 12&13 for creating a CSP account.** A CSP account is free of charge and allows you to transact with us through the portal. You can use comment box at the bottom of the application form to contact us through CSP.

For questions regarding this request without CSP account please send us an e-mail on: **CoupaSupport.NorthAsia@akzonobel.com**

We would appreciate it if you could submit the information as soon as possible. **Please do not forward this link to any other e-mail address.** If you need to update e-mail, please reach out to AkzoNobel supplier manager for help.



Application form

“Respond without joining” will take you directly to the application form without registration in CSP.

This is the application form you must submit.

- Complete the data and add requested attachments.
- Fields marked with * are mandatory fields.

Please check the pre-filled information for accuracy and correct if necessary.

Work Phone:

Select “US/Canada” or “Other” and fill in the phone details.

Work phone should follow Country code + city + local + extension.

Select the contact purpose from the dropdown selection (*optional*).

Supplier Information Form

Supplier Information Kromisito

Region (Delivering To) EMEA
This is an internal AkzoNobel classification that will make sure that your form will flow to a valid person for approval.

* Supplier Commercial Contact Person

Supplier Commercial Contact Person details

* First name Kiro

* Surname Misito

* Email address cheryl.akzonobel@gmail.co

* Work Phone US/Canada 650-555-1212

* Work Phone Other 0031 020 388 8483
Country/Region/Area/City Local Extension (optional)

Contact Purpose Select Some Options

You are about to fill in your Primary Address details. Only fields marked with * are mandatory. You can optionally specify a "nickname" for address, e.g Name of firm.

If you are not sure what to put in State/Region field below or it is not applicable, please select "N/A".

Accounting
Diversity
Executive
Legal
Other
Procurement
Sales
Service Desk
Sourcing

Application form

Primary Address questions

Select answer from the dropdown list in the address purposes field (*optional*).

Explanation of specific fields:

State Region

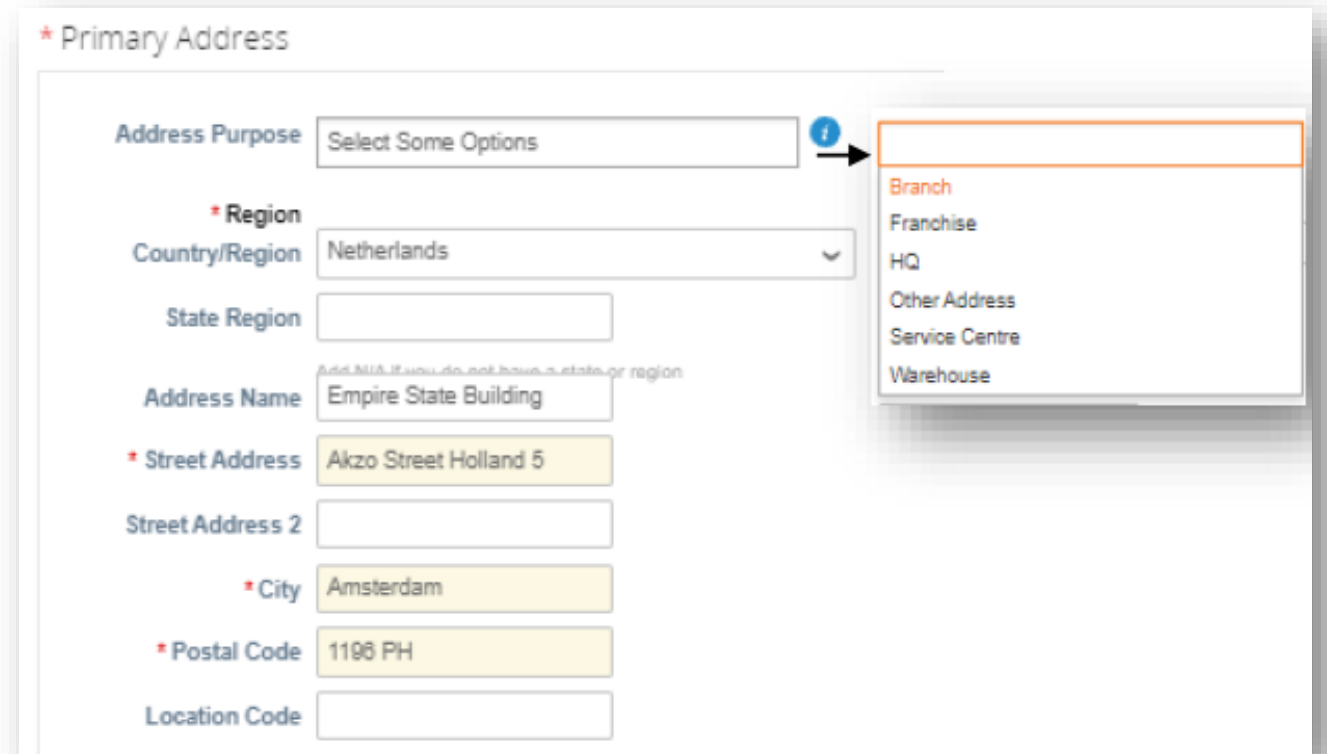
Enter the state or region *or* add N/A if the state or region does not apply.

Address name

use this field to indicate a more specific detail of the address; e.g., the name of the building where you are located.

Street Address

Enter the company address
Use "Street Address 2" if you did not have enough space to enter the full address in the 1st address field.



The screenshot shows a form titled "* Primary Address". The "Address Purpose" field is a dropdown menu with the text "Select Some Options" and an information icon. A dropdown menu is open, showing the following options: Branch, Franchise, HQ, Other Address, Service Centre, and Warehouse. The "Region" field is a dropdown menu with "Netherlands" selected. The "State Region" field is empty. The "Address Name" field contains "Empire State Building" with a small note above it: "Add N/A if you do not have a state or region". The "Street Address" field contains "Akzo Street Holland 5". The "Street Address 2" field is empty. The "City" field contains "Amsterdam". The "Postal Code" field contains "1100 PH". The "Location Code" field is empty.

Application form

The screenshot shows a web form with the following fields and annotations:

- PO Box**: Text input field.
- PO Box Postal Code**: Text input field.
- Quality Contact Email Address**: Text input field, enclosed in a red box. A red arrow points from this box to the right.
- Mode of transport**: Dropdown menu, also enclosed in a red box. A black arrow points from the dropdown to a list of options: 1-Sea, 2-Rail, 3-Road, 4-Air, 5-Mail, 6-Fixed means of transport, 7-Domestic Shipping, 8-Own propulsion.
- * PO Email**: Text input field with an information icon.
- * Do you intend to perform transactions with the use of cXML?**: Radio button options for Yes and No. A dashed black arrow points from this section to the right.
- * Preferred Currency**: Dropdown menu currently set to EUR.

If applicable fill in the PO Box details.

These 2 fields need to be specified **if you are raw materials or packaging supplier**.

PO Email: Receiving email address of the purchase order.

Select **"No"**

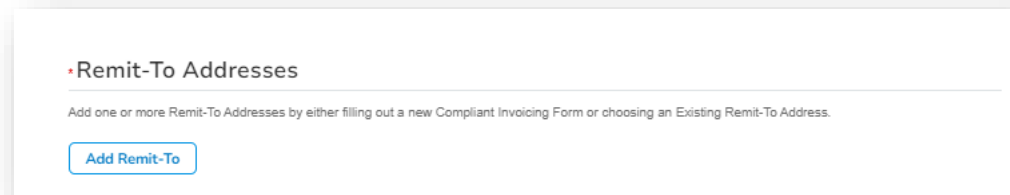
"Yes" only if you are a AkzoNobel catalog supplier who prefers to receive Purchase Orders in cXML format instead of PO Email. (Additional information will be requested in later stage to setup integration). In all remaining cases, select **"No"**.

Please remember to change currency based on your business with AkzoNobel.

Application form

Remit to Address

You first need to press "**Add Remit-To**" button.
New fields related to payment information will be added to the form.



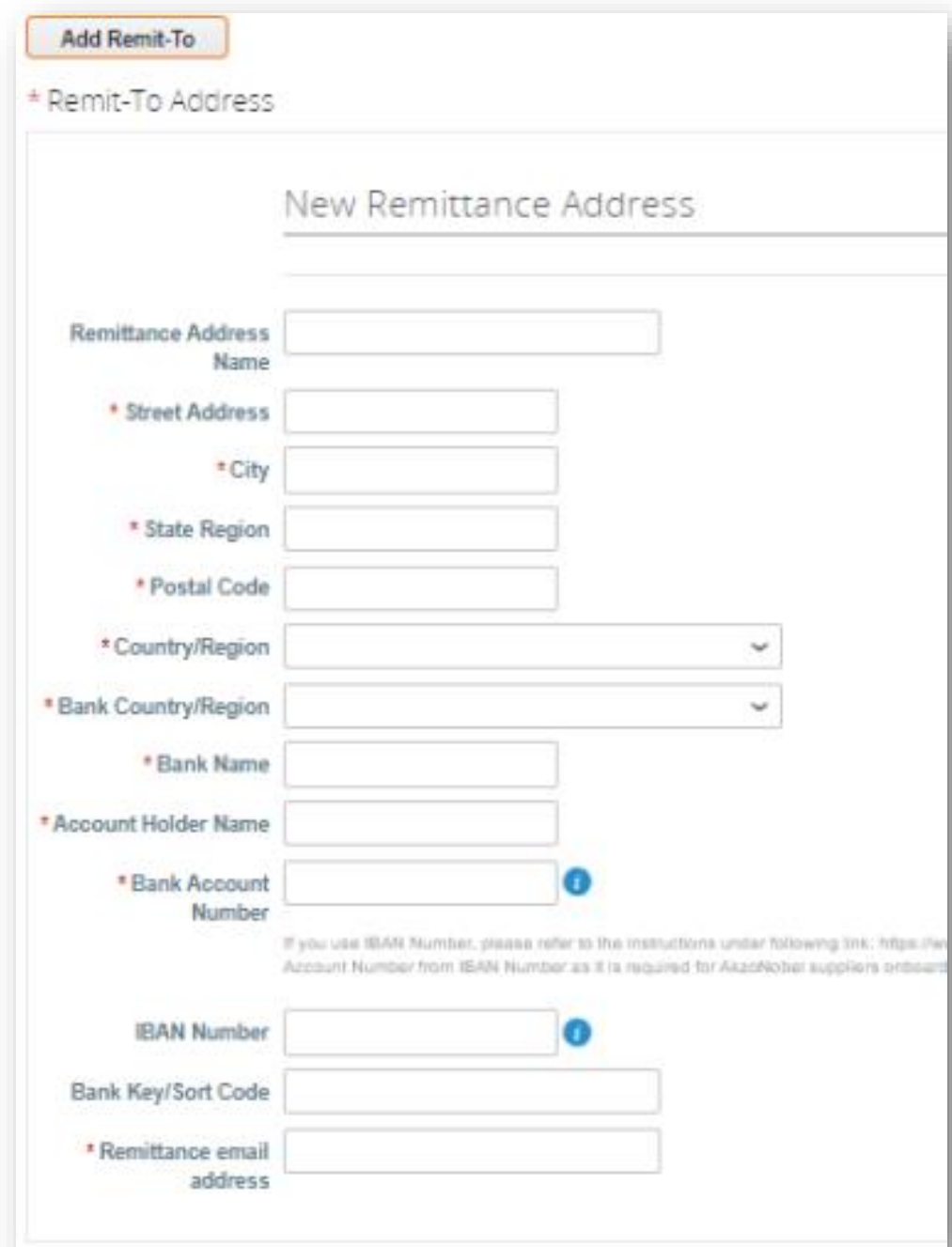
• Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

[Add Remit-To](#)

Add your information in the corresponding fields
If you use IBAN Number, please refer to the instructions under following link: <https://www.iban.com/structure>

Here you find guidelines on how to extract Bank Account Number from IBAN Number



[Add Remit-To](#)

* Remit-To Address

New Remittance Address

Remittance Address Name

* Street Address

* City

* State Region

* Postal Code

* Country/Region

* Bank Country/Region

* Bank Name

* Account Holder Name

* Bank Account Number ⓘ

If you use IBAN Number, please refer to the instructions under following link: <https://www.iban.com/structure> Account Number from IBAN Number as it is required for AkzoNobel suppliers onboard

IBAN Number ⓘ

Bank Key/Sort Code

* Remittance email address

Application form

Code of Conduct

We require from you to review and sign our code of conduct. To do that follow below instructions:

Click on the website.

The AkzoNobel Code of Conduct is published on our internet site, select and download the applicable language.

Please complete your response to the question "I accept AkzoNobel's Code of Conduct".

- If "Yes"; upload the signed AkzoNobel Code of Conduct in the "**Choose File**" field
- If "No"; upload your Code of Conduct in this field.

Please be aware that not accepting AkzoNobel Code of Conduct will result in longer onboarding process, subject to AkzoNobel acceptance.

Code of Conduct

AkzoNobel's Code of Conduct <https://www.akzonobel.com/en/about-us/...>

Please scroll down to Business Partner Code of Conduct section and find Code of Conduct document in a preferred language

Download Code of Conduct

Code of Conduct

Arabic	Chinese (simplified)	Chinese (TW)	Czech	Danish	Dutch
English	Estonian	Finnish	French	French (CA)	German
Greek (EL)	Hindi	Hungarian	Indonesian	Italian	Japanese
Korean	Malay	Norwegian	Polish	Portuguese (BR)	Romanian
Russian	Spanish	Spanish (LAM)	Swedish	Thai	Turkish
Urdu	Vietnamese				

* I accept AkzoNobel's Code of Conduct Yes, we accept No, we have our own version of Code of Conduct

* Code of Conduct No file chosen

Please upload signed AkzoNobel Business Partner Code of Conduct or your own version of the document

Application form

Attachments & Tax information

The screenshot shows a web form for ISO 9001 registration. It is divided into three main sections:

- ISO 9001:** Contains fields for 'Effective Date' and 'Expiry Date', both with date pickers. Below these is an 'Attachments' section with an 'Add File' link and a 'Description' text area.
- Business Registration:** Features a 'Copy of Business Registration' field with a 'Choose File' button and the text 'No file chosen'.
- Tax Information:** Includes a question 'Are you VAT registered?' with radio buttons for 'Yes' and 'No'. A red arrow points to the 'Yes' option. Below this is a 'VAT Registration Number' field.

ISO 9001: *Optional*

If the ISO 9001 international standard for quality management systems applies to you, then please fill in the information in this section and upload a copy to the attachment field.

Business Registration:

Upload field for company registration.

Tax Information:

If Yes is selected, then please add your VAT registration number/

Application form

Tax Registrations

Tax Registrations

Use this section to add all your applicable tax registrations.

Add Tax Registration



Tax Registration

Country



Number

Local

For Brazil countries, please input your CNPJ number

Tax Registration Certificate

Effective Date

Expiration Date

Attachments

Add [File](#)

Description

Click **“Add Tax Registration”**.
Fill in the relevant information.

Application form

Banking Evidence

Examples of banking evidence.

Please see below of banking evidences that can be attached in the field below:

1. Letter from supplier announcing new bank details (On letterhead of supplier and signed by Authorized signatories)
2. Bank Statement not older than 60 days
3. Invoice with new bank details
4. Cancelled copy of cheque
5. Bank letter confirming bank details.

* Banking Evidences (1)

* Attachments Add File

• Q_A_List-Vevey.xlsx

Please attach banking evidences.

* Banking Evidences (2)

Effective Date mm/dd/yy

* Expiration Date 06/30/23

* Attachments Add File

• Q_A_List-Vevey.xlsx

Description

Please attached banking evidence and add expiry date of the document

* Attachments

Add File

Browse

Drop files here

Banking Evidences (1&2) :

Please attach **TWO DIFFERENT** banking evidences in these fields.

Click the **File** button to download the first attachment and repeat for another document.

For effective date and expiration date, please use **drop down Calendar**.

Join and Respond > create CSP account

“Respond without joining” will take you directly to the application form without registration in CSP.

If you have selected **Join and Respond**, you will be guided to setup an account in CSP.

Your e-mail is pre-filled. Please create your password and confirm the same password.

Read the Privacy Policy and the terms of use: select this box to accept.

Select “**Get Started**”.

More information about benefits to join CSP can be found in the link below.

https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/CSP_Videos/CSP_Videos

Join and Respond

Powered by coupa

Create your business account

We use Coupa to manage purchase orders and communicate with our suppliers. We'll walk you through a quick and easy setup for your account, so we're ready to do business together.

Email

Password

Use at least 8 characters and include a number and a letter.

Password Confirmation

I accept the [Privacy Policy](#) and the [Terms of Use](#).

[Having an issue with signup?](#)

[Forward this to someone](#) This button allows you to redirect the request internally to a colleague.

Join and Respond > create CSP account

“Respond without joining” will take you directly to the application form without registration in CSP.

Fill in the information requested.

Click **"Next"** > click **"Take me there"** on the next screen.

You will then be directed to the application form (see next slide).

AkzoNobel Powered By **coupa**

Basics Profile

Tell us about your business ⓘ

* Company Name
Your official registered company name

Website

* Country/Region

* Address Line 1

Address Line 2

* City

State

* Postal Code

Next

AkzoNobel Powered By **coupa**

Basics Profile

You are one step away from doing business with AkzoNobel !

AkzoNobel requires some additional information

Take Me There

Submit with CSP account

Submit your request

With a CSP account, you have the option of saving the information and submitting the application later. Press **Submit for Approval** after completion of the form.

If you have any questions about this request, please use the comments box at the bottom of the screen.

Questions should be directed to one of the regional P2I team mentioned in here.

Therefore, always start your question with; **@P2I North Asia**

Information you want to share with us can be attached in here

The screenshot shows a web form for submitting a request. At the top, there is a text box for questions, with instructions to tag regional P2I teams. Below this is a list of regional P2I teams: @P2I EMEA, @P2I South America, @P2I North America, @P2I North Asia, and @P2I South Asia. To the right of this list are three buttons: 'Decline', 'Save', and 'Submit for Approval'. The 'Submit for Approval' button is highlighted with a red box. Below the buttons is a 'Comments' section with a text input field and a 'Mute Comments' dropdown. The text input field has a placeholder 'Enter Comment' and a small icon of a document with a checkmark. Below the input field is a button labeled 'Add File | URL'. At the bottom of the comments section are two buttons: 'Add Private Comment' and 'Add Comment to Supplier'. Arrows point from the text on the left to the regional P2I list and the 'Add File | URL' button.

If you have any questions, please post them in "Comments" section below. They will be picked up and answered by AkzoNobel regional P2I Team.

Please make sure to tag proper regional P2I Team using "@"(e.g. @P2I EMEA) in EVERY comment you post so that they will be notified and will answer your question as soon as possible.

Based on Region (Delivering To) field at the top of this form, tag a P2I Team dedicated for your region. Always choose only one from listed below:

- @P2I EMEA
- @P2I South America
- @P2I North America
- @P2I North Asia
- @P2I South Asia

Decline Save **Submit for Approval**

Comments [Mute Comments](#) ▾

Enter Comment

[Add File | URL](#)

Send comment notification to a user by typing @name (ex. @JohnSmith)

[Add Private Comment](#) [Add Comment to Supplier](#)

Submit without CSP account

Submit your request

If you entered the form without a CSP account, press the **Submit** button once the information is complete.

For questions about this application reach out to your AkzoNobel contact by email on:
CoupaSupport.NorthAsia@akzonobel.com

If you have any questions, please post them in "Comments" section below. They will be picked up and answered by AkzoNobel regional P2I Team.

Please make sure to tag proper regional P2I Team using "@"(e.g. @P2I EMEA) in EVERY comment you post so that they will be notified and will answer your question as soon as possible.

Based on Region (Delivering To) field at the top of this form, tag a P2I Team dedicated for your region. Always choose only one from listed below:

- @P2I EMEA
- @P2I South America
- @P2I Noth America
- @P2I North Asia
- @P2I South Asia

Decline

Submit

AkzoNobel

Your application form will now be reviewed by AkzoNobel and if all information is complete, your supplier record will be created.

Thank you for your cooperation.